

Service Area VI Quality Improvement Committee Meeting – April 15, 2009

Type of Meeting	Service Area 6 Quality Improvement Committee		Date	April 15, 2009	
Place	Kedren Community Mental Health Center 4211 S. Avalon Blvd, Los Angeles 90011		Start Time	9:00 a.m.	
Chairperson	Kimberly Spears, MSG, Chairperson/ERICA Melbourne, PsyD, Co-Chair		End Time	11:00 a.m.	
Members Present	Kimberly Spears, DMH SA6 Adm; Julie Elder, SCHARP/Barbour & Floyd Medical Assn; Donna Roque, Drew Child Dev. Corp; Telana Courseault, Shields for Families; Cathi Collins, Counseling 4 Kids; Jo Kyonghoe, Asian Pacific Residential Treatment Program; Bobby Davis, Tessie Cleveland Community Services; Gregory Hooker, DMH, West Central; Angela Bonner, Alafia; Jan Nolan, LAUSD; Marilyn Campbell, Kedren Community Mental Health Center; Sacha Dovick, DMH; Rosary Woods, Kedren Community Mental Health Center; Yvette Moore, Shields for Families; Jaime Sheehan, Shields for Families; Lisa Harvey, Hollygrove/EMQ; Carmen Haley, Alafia; Carol Swann, DMH; Anthony Cooksie, DMH; Matthew Myer, Didi Hirsch; Teri Bartlett, Contemporary Parenting Institute; Elaine Kendrick, West Central Mental Health; Kathy Callendar, Compton Family MHC; Anthony Rebamontan, The Guidance Center; David Kneip, Exodus Recovery; Richard Hughes, Personal Involvement Center; A. Kausar@dmh.lacounty.gov; Elizabeth Echeverria, SCHARP				
Absent Members	Carol Swann, DMH;				
DMH Support	Carol Swann, DMH;				
Agenda Item & Presenter	Discussion and Findings		Decisions/Recommendations Actions/Scheduled Tasks	Person Responsible / Due Date	
Call to Order & Introductions	The meeting was called to order at 9:00 a.m.			Kimberly Spears, Chair	
Review of Minutes	Minutes of the April 15, 2009 meeting were approved as published.		M/S/P that the minutes are approved as published.	SA 6 QIC	
Remarks - Kimberly Spears, Chair, Service Area 6	<u>CCCP & SFPR Form Updates</u> Ms. Spears reported that she attended the QI/QA meeting earlier in the week and learned that there is no time limit when the CCCP Form must be used. Agencies that use the electronic version of the form are encouraged to move forward as soon as possible to get it embedded into the system. In the interim, it is suggested that the hard copy be used.			SA 6 QIC Membership	

Service Area VI Quality Improvement Committee Meeting -2
April 18. 2009

Agenda Item & Presenter	Discussion and Findings	Decisions/Recommendations /Actions/Scheduled Tasks	Person Responsible / Due Date
<p>Quality Improvement & Quality Assurance Agency Workplan Sharing</p> <p>Quality Assurance & Quality Improvement Binder Sharing</p>	<p>The old form is on the DMH Website under Miscellaneous. The new form is under Forms.</p> <p>As far as the FSPR, the Executive Management Team has not fully signed off on it. It is a draft form until Executive Management signs off. They are expected to sign off soon.</p> <p>Quality Improvement & Quality Improvement Binders were shared, reviewed and discussed.</p> <p>Quality Assurance and Quality Improvement Binders were shared, reviewed and discussed.</p> <p>Ms. Spears stated the following manuals should be in each Binder:</p> <ol style="list-style-type: none"> 1. A Guide to Procedure Codes for Claiming Health Services, 2. Short-Doyle/Medi-Cal Organizational Providers Manual. 3. Integrated Systems Codes Manual 	<p>Ms. Spears stated that all QIC Binders must contain copies of all information distributed in Service Area QIC meetings, including, agendas and minutes.</p> <p>Ms. Spears distributed Sections H and Section K, documents to be used when getting ready for an audit</p>	<p align="center">SA 6 QIC Membership</p>

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April 15, 2009

Agenda Item & Presenter	Discussion and Findings	Decisions/Recommendations /Actions/Scheduled Tasks	Person Responsible / Due Date
<p>Department Updates and Handouts – Kimberly Spears, Chair,</p>	<p>(1) “Chart Review Preparation Instructions” prepared by DMH Program Support Bureau was distributed and discussed. This document will be helpful in preparing for audits. (See Page 2).</p> <p>Ms. Spears stated agencies must be sure to document everything in the chart, including “no shows. “No shows” need to be documented even though it is not billable. Telephone calls should be documented. Nonbillable services should be in the chart.</p> <p>Complaints are being received by DMH that clinical staffs are not culturally competent.</p> <p>(2) “Reasons for Recoupment in FY 2007-2008 – Non-Hospital Services – Medical Necessity” was distributed and discussed.</p> <p>Blended notes are not acceptable. There should be separate notes for each service rendered.</p> <p>A child abuse report can be billed. Reports on the abuse are kept separate from the actual chart.</p> <p>A question was raised as to whether or not a client can receive a copy of their discharge summary.</p>	<p>Ms. Spears stated she would get clarification on this matter.</p>	

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April 15, 2009

Agenda Item & Presenter	Discussion and Findings	Decisions/ Recommendations Actions/Scheduled Tasks	Person Responsible / Due Date
Training	<p>Ms. Spears thanked everyone who attended the training on April 1, 2009.</p> <p>The next scheduled training is April 17, 2009 at West Central Mental Health. The subject is State Performance Outcomes Implementation Project, Clinic/Agency Survey Coordinator Training.</p>		
Next Meeting	May 20, 2009		
Adjournment	The motion passed for adjournment at 10:40 a.m.		
			Minutes recorded by Ruthie Randon

Respectfully submitted,

Kimberly Spears, Chair & Erica Melbourne, Co-Chair